

Top Eleven Reasons

Why a CLP is Not Selected for Funding

Ever wonder what selection committee members think about a CLP proposal?



REASON # 11: Statement of Need is confusing or unrelated

- ▶ What does micro-neurology of brain quantum mechanics have to do with teaching Arabic or Chinese to students during a cultural fair at an elementary school?
- ▶ **Remember:**
 1. Selcom members need to see that the Statement of Need is tied to overall purpose of your project
 2. Big words do not impress the readers, but a well-constructed and concise paragraph or two will bring big smiles to their faces!

Reason # 10: Goals and Objectives are not tied to proposed activities

- ▶ The project goal is about establishing a parents' club to raise interest in Arabic/Chinese, but all the proposed activities are about organizing a spring evening event! In the Objectives the parents will celebrate the blooming of cherry blossoms during the evening event: where is the language learning component?
- ▶ **Remember:**
 1. Tie the project goals and objectives to the activities and the timeline!
 2. A CLP grant is not eligible for funding without a language learning component, even if it has a wonderful plan for establishing a parents' club to celebrate the cherry blossoms!

Reason # 9: Beneficiary Numbers are too low or too high

- ▶ Why is the applicant asking for \$3,000 to fund a project that will benefit only 5 students? Another CLP in the application pile benefits 100 students, 300 parents and 1,000 community members!

Remember: Calculate the numbers of both direct and indirect beneficiaries.

- ▶ The applicant claims the CLP will benefit 20,000 students and parents but there is no evidence in the proposal that the impact will be this big!

Remember: Either provide evidence on how the project will reach 20,000 people, or use more realistic numbers – unrealistic numbers can backfire!

Reason # 8: Project Activities are not tied to project need and goals

- ▶ The project was about establishing a parents' club to teach basic Arabic. Why do they need to bring a live camel to the club for three meetings?
- ▶ **Remember:**
 1. If you have included an activity, it should be tied to your project's overall goal.
 2. If it's not obvious from the first glance why an activity is necessary, explain in details how it is connected to the project goal and objectives.

Reason # 7: Proposed Project Activities seem unrealistic

- ▶ Funds will be used to conduct three big community fairs in the U.S., organize an April 2016 in-person teacher training workshop for 50 peers in China, and establish a virtual club for U.S. and Chinese students that will meet bi-monthly to do project-based learning.
- ▶ **Remember:**
 1. Instead of combining distinctly different but equally creative ideas into one CLP application, consider applying for three CLPs during different CLP rounds.
 2. You can't possibly conduct an in-person workshop in China when you are still in the U.S. in April 2016!

Reason # 6: Project Collaborator(s) roles are not well aligned

- ▶ Why do they list the superintendent as a collaborator if his/her role is to manually put together the program brochures and the name tags at the high school cultural event. Is it just to have a big name on the proposal?
- ▶ **Remember:**
 1. Big names do not impress the selection committee, but appropriate roles do!
 2. Don't list every single person that helps you as a collaborator. Only exchange teachers, mentors, or two alumni can be the major collaborators.

Reason # 5: Where is the agenda or the resume?

- ▶ The CLP proposes to conduct a three-day workshop for 50 teachers, but there is no description of the topics that will be covered during the workshop. Who are the workshop trainers and where are their resumes?
- ▶ **Remember:**
 1. Provide a draft/sample agenda for the event and resumes for trainers, with justification for selecting specific trainers.
 2. If the trainers are not identified yet, that's fine, but at a minimum describe where/how you will find them.

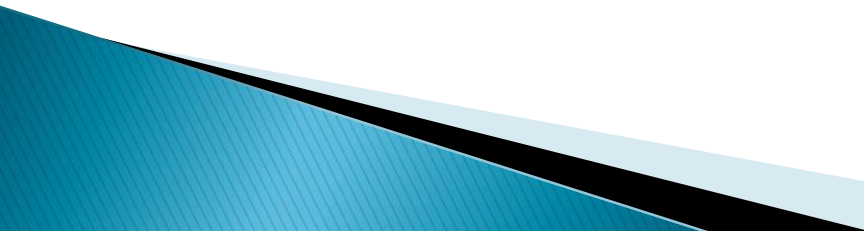
Reason # 4: There is no plan for Monitoring and Evaluation:

- ▶ They want to do a needs assessment survey for the workshop, but do not have any plan to find out if the workshop was a success or not.
- ▶ **Remember:**
 1. Include details about your monitoring and evaluation (M&E) plan in the proposal.
 2. All M&E activities you have listed in the proposal should be reflected in the timeline.
 3. If possible, include evaluation/survey questions as attachment

Reason # 3: The Project Timeline is unrealistic or is missing items

- ▶ The CLP will establish a virtual students' club between U.S. and Chinese students that will have 6 bi-monthly meetings to do project-based learning. The CLP duration (start to finish) is just 2 months long! Also, when will they do the virtual presentations described in the activities section?
- ▶ **Remember:**
 1. The CLP preparation period, final CLP evaluation and report preparation should all be in the timeline.
 2. If an activity is in the proposal and the budget, it should also be in the timeline.

Reason # 2: The Budget does not reflect proposed activities and have unallowable costs

- ▶ The proposal is about providing a workshop for 50 teachers from outside the capital. The budget does not mention their travel and hotel: how will participants cover these costs? The budget also requests funds for organizing a concert for students: how is this related to the teachers' workshop?
 - ▶ **Remember:** Ask for funds that support your project activities, and don't ask for items that do not follow your proposal.
 - ▶ The budget asks for exchange teachers' salary and a computer for the school: these are unallowable items.
 - ▶ **Remember:** Don't include items that are not allowable under CLP guidelines, or your application can be disqualified!
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Reason # 1: The Budget numbers are unrealistic and the math is off

- ▶ It doesn't cost \$1,000 to buy 30 poster boards in the U.S. You don't need \$30 for 10 post-it notes and 1 pack of markers: list them as cost-share from the school after checking with your mentor. 12 packages of calligraphy paper x 33 students = \$396 not \$400.
- ▶ **Remember:**
 1. Do your homework and talk with colleagues when you come up with prices, or promise cost-share.
 2. Think about cost-share as an important component.
 3. Check your math before submitting the budget and the budget notes, and double-check the total amounts on the CLP cover page (including currency conversion).